

DONGBAO PEN (AUTOMATIC)

INSTRUCTION MANUAL

Dongbao Pen is an easy-to-use, multi-dose (units) insulin injection pen that provides a convenient and discreet method of delivering a preset dose of insulin. The pen should be used only with compatible Dongbao insulin cartridges containing 3.0 ml (100 units/ml) of insulin.

The Structure of Dongbao Pen

1. Cap
2. Cartridge holder
3. Lead screw
4. Dose selector
5. Needle and protective cap
6. Cartridge
7. Release button
8. Body

PLEASE FOLLOW THESE STEP-BY-STEP INSTRUCTIONS CAREFULLY BEFORE USING THE DONGBAO PEN.

GETTING READY TO USE THE DONGBAO PEN

1. Remove the cap and unscrew the body from the cartridge holder.
2. Check to ensure that the lead screw is completely in the pen body (as in figure 2), If the lead screw is extended, rewind it (as described in figure 11).
3. Disinfect the rubber surface of the Insulin cartridge. Make sure the surface is dry. Load the Insulin cartridge into the holder with the metal cap in first.
 - If the cartridge contains longer acting (cloudy) insulin, turn the pen up and down at least 10 times until the liquid appears uniformly white and cloudy as per cartridge instructions.
4. Screw the cartridge holder and body firmly together.
 - Disinfect the rubber disc with a disinfectant swab.

PRIMING AND INJECTING

5. Attach the needle by firmly screwing it onto the threads at the end of the cartridge holder. Remove the protective cap(s) from the needle.
6. It is important to “Prime” the Dongbao Pen before use to remove any air that may be inside the needle. Dial 2 units on the dose selector.
7. Hold Dongbao Pen with the needle pointing up. Push and hold the release button towards the needle until the arrow ► on the pen body points to the starting line ■ on the dose selector. Repeat steps 6 & 7 until a drop of insulin appears at the needle tip.
8. Make sure the arrow ► on the pen body points to the starting line ■ on the dose selector, then dial up the number of units required.
 - Make sure before injecting that the arrow ► points towards the correct number of units on the dose selector.
 - Before making subsequent injections always make sure the pen is primed and a drop of

insulin is at the needle tip.

9. Insert the needle, push and hold down the release button towards the needle until the dose selector returns to the starting line ■. Count to 6 and remove the needle from the skin. Reattach the protective needle cap and remove the needle. Replace the cap onto the Dongbao Pen to prevent injury to others.
 - Dispose of used needles carefully in accordance with the advice given by your healthcare professional.
 - If the dose selector stops before reaching the starting line ► ■ after an injection this indicates that you have not received a full dose. The dose selector will show the number of units that must be injected to complete the insulin dose.

CHANGING THE CARTRIDGE

10. To change the cartridge, unscrew and remove the needle. Unscrew the cartridge holder from the body and remove the cartridge.
11. Rewind the lead screw by holding the lower part of the body between the thumb and finger. Turn the body until the lead screw is fully retracted. Then return to step 3 to 5 to load the next cartridge.

Changing the Dongbao Penfine Needle

1. Pull off the protective cap.
2. Unscrew the used needle together with the inner protective cap.
3. Remove the plastic film from the needle container of the new needle.
4. Place the needle container of the new needle on the reservoir module and screw it firmly on. Pull the needle container off and discard it.
 - The Dongbao Pen is suitable for use with Dongbao Penfine Needle. Sterility is guaranteed if the needle seal is unbroken.

Standard of Dongbao Penfine Needles

Standard	Length (mm)	Diameter (mm)	Remarks
31G	6	0.25	
	8	0.25	
29G	10	0.33	Specially made
	12	0.33	

Storage of Dongbao Pen

We recommend that the Dongbao Pen always be stored or carried, with the needle removed, and the pen cap on. Cartridges can be carried in the Dongbao Pen or as spares according to the cartridge instructions. To clean the Dongbao Pen, wipe the body with a damp cloth. Do not immerse it in water. The Dongbao Pen cap however, may be washed.

Important safety precautions

- Always check before each injection that the Dongbao Pen contains the correct insulin type to be injected.
- Always expel any air, with the Dongbao Pen needle pointing upwards, before each injection.

- The needle should be removed immediately after each injection. If the needle is not removed, temperature changes may result in some liquid being expelled from the cartridge, which might cause a change in the insulin concentration (strength) if you use longer acting (cloudy) insulin.
 - Your doctor has prescribed the type of insulin that he (she) believes is best for you. Do not use any other insulin except on the advice and direction of your doctor.
 - Read and follow the instructions provided with your Dongbao Pen (Automatic) and Dongbao insulin cartridges.
 - Do not use needle if needle seal is broken.
 - If using longer acting (cloudy) insulin, you will need to turn the Dongbao Pen up and down at least 10 times before each injection.
- ▲ The Dongbao Pen has been thoroughly tested and meets the dose accuracy requirements of ISO TC84/WG3.

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